

27 October 1947

CONFIDENTIAL

TO: Assistant Director for Operations
Assistant Director for Collection and Dissemination
Chief, Reference Center, A&M
Chief, Services Branch, A&M

SUBJECT: Transfer of Industrial Card File (ICF) from Foreign Documents Branch, O/O to Reference Center, A&M

REFERENCE: Memorandum for Advisor for Management, ICAPS, Subject: Transfer of SDS and GMS; Allocation of Functions Within CIG, dated 28 May 1947.

1. The Industrial Card File Project currently conducted by the Foreign Documents Branch, O/O will be transferred to the Reference Center, A&M by 1 December 1947 and incorporated into the Foreign Industrial Register as a central service.

2. Upon transfer of the ICF to the Reference Center —

a. The Foreign Documents Branch will:

- (1) Continue to contribute ICF data collected from its sources.
- (2) Maintain only such records of ICF data as is essential to the continued exploitation of documents for such information.
- (3) Destroy surplus copies of ICF stencils and cards.
- (4) Transfer two mimeograph machines to the Services Branch, A&M.

b. Services Branch will reproduce and prepare ICF cards for dissemination.

c. The Reference Center will arrange for dissemination directly to Foreign Documents Branch of sufficient copies of ICF data to serve requirements of [redacted] representatives who will continue to maintain direct liaison with FDB as authorized in memorandum dated 15 August 1947.

3. Receipt and dissemination of ICF data from and to IAC agencies will be coordinated by OCD. OCD will notify the IAC agencies of the procedure to be followed.

4. Any necessary personnel adjustment will be arranged directly between Foreign Documents Branch and the Reference Center.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[redacted]
Acting Executive Director

cc: Asst. Dir. CRE, Chief, Budget & Finance, A&M,
Chief, Personnel Branch, A&M

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